



**south dakota**  
**DEPARTMENT OF EDUCATION**  
**Learning. Leadership. Service.**

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[www.doe.sd.gov](http://www.doe.sd.gov)

**TO:** Authorized Representatives  
Special Milk Program only

**FR:** Sandra Kangas, Supervisor  
Child & Adult Nutrition Services

**DT:** January 3, 2008

**RE:** Combined Application for Child Nutrition Programs

The combined application is the same for all agencies, regardless of the number of programs in which the agency participates. This cover letter is modified to discuss those policies and procedures that apply only to Special Milk Program.

The application for child nutrition programs is enclosed. The application packet can be submitted at any time. Applications cover the period October 1 – September 30. If additional copies are needed or the agency desires to participate in additional programs, please contact the secretary at 773-3413 and she will mail the additional sections. These are also available on the Department of Education - Child & Adult Nutrition Services website.

Instructions for all sections are included on colored pages when mailed. All agreement packets are available on the website in the specific program's section at <http://doe.sd.gov/oess/cans/index.asp>. Read through these carefully before beginning.

The agency must submit one combined application (Part 1) with information for all of the various programs it operates. This makes it essential for all involved personnel to communicate closely. The person signing part 1 should be the chief administrative officer authorized to enter into agreements. It is acceptable for that person to designate others to be the "authorized representative" for individual program(s) to receive mailings and correspond with this office. It must be submitted by mail as it requires an original signature.

Complete and submit parts 2 and 3. Only one copy of part 2 needs to be submitted. Part 3 will need to be submitted for each attendance center unless all or a combination are in one building.

The narratives, Programs agreement (Part 4), Food Distribution Program agreement (Part 5 – NA for Special Milk Programs) and a Policy Statement (Part 6) need to be kept on file. Signature on Part 1 indicates agreement and acceptance of the agreements, attachments, and policies and procedures.

Reimbursement for milk will be allowed as the Application is approved. If you have questions understanding or completing the Application, please contact a child nutrition program specialist from this office.

If any changes to the Application or Agreement or personnel changes are made during the year, the authorized representative must submit the changes in writing. Agencies must be licensed or accredited, as appropriate, to participate.

Record Retention - All Programs: The agreement and approved application must be kept on file for three (3) years past the current year. If an audit on those records is in process, the records must be kept on file until the audit is complete and closed. If the local agency has a policy to retain records for a longer period of time, that is acceptable.

Information and guidance on determining eligibility and verification, site monitoring, verification, appeal procedures, and school lunch edit checks can be found in the USDA and State Guidance Manuals for each program and the state numbered memos. The numbered memos are also available on the CANS website in the appropriate program section at [doe.sd.gov/oess/cans/index.asp](http://doe.sd.gov/oess/cans/index.asp).

Reimbursement rates for program year 2007-2008 and claim forms are enclosed. The forms can also be accessed from the CANS website.

Audit statements are due March 31 for most agencies or 9 months after the end of the agency's fiscal year. Each local agency must provide a copy of their audit or certify that the agency is exempt from audit.

Questions can be referred to the respective Child and Adult Nutrition Services or Office of Finance and Management staff members at 773-3413. Direct numbers are also provided. If staff members are away when you call, a message can be left on the voice mail. Be assured your call will be returned as soon as possible. Staff may also be contacted through electronic mail. The staff listing and claim due dates are on the next page and may be copied and placed in a directory for quick reference.

**Child & Adult Nutrition Services - DOE**  
**800 Governors Drive, Pierre, SD 57501-2235**

**fax: 605-773-6846**

Marlyce Micklos (NSLP) <a href="mailto:marlyce.micklos@state.sd.us">marlyce.micklos@state.sd.us</a>	773-3610	Combined Application, NSLP/SBP/SMP Sections, Operating Procedures, Meal Counts, Applications for Free and Reduced Price Meals/Free Milk, Special Provisions.
Jean Schuurmans (NSLP) <a href="mailto:jean.schuurmans@state.sd.us">jean.schuurmans@state.sd.us</a>	773-6026	
Melissa Halling (CACFP) <a href="mailto:melissa.halling@state.sd.us">melissa.halling@state.sd.us</a>	773-3566	Combined application for CACFP sections, Meal Benefit Applications, Operating Procedures.
Janelle Peterson (NSLP/CACFP) <a href="mailto:Janelle.peterson@state.sd.us">Janelle.peterson@state.sd.us</a>	280-4278	Technical Assistance
Cassandra Pope <a href="mailto:cassandra.pope@state.sd.us">cassandra.pope@state.sd.us</a>	773-3110	SFSP Applications and Procedures Processed Commodities
Amy Richards <a href="mailto:amy.richards@state.sd.us">amy.richards@state.sd.us</a>	773-4718	Nutrition Education, Team Nutrition, Certification Institute
Elaine Scott <a href="mailto:elaine.scott@state.sd.us">elaine.scott@state.sd.us</a>	773-3110	Processing Contracts, Donated Food, Commodity Orders and Receipts
LeEtta Shaffner <a href="mailto:leetta.shaffner@state.sd.us">leetta.shaffner@state.sd.us</a>	773-4353	Commodity Orders and Receipts
Shar Venjohn <a href="mailto:shar.venjohn@state.sd.us">shar.venjohn@state.sd.us</a>	773-3413	Additional Program Application Sections, direct questions
Sandra Kangas <a href="mailto:sandra.kangas@state.sd.us">sandra.kangas@state.sd.us</a>	773-4746	General Program Questions, Food Service Management Company Contracts, Special Provisions

**Office of Finance and Management - DOE**  
**700 Governors Drive, Pierre, SD 57510-2291**

**fax: 605-773-6139**

Cody Stoesser <a href="mailto:Cody.stoesser@state.sd.us">Cody.stoesser@state.sd.us</a>	773-3456	Reimbursement Procedures, Financial Statements, Special Provisions
Laurie Schumacher <a href="mailto:laurie.schumacher@state.sd.us">laurie.schumacher@state.sd.us</a>	773-3349	Claims for Reimbursement

Claim due dates for 2007-08 When the due date falls on a weekend or holiday, the claim is due the following business day.

Claim Month:	Due Date	(60 days) Final Deadline	(90 days) Upward Revisions Due
July	Aug 10	Sept 29	Oct 29
August	Sep 10	Oct 30	Nov 29
September	Oct 10	Nov 29	Dec 29
October	Nov 10	Dec 30	Jan 29
November	Dec 10	Jan 29	Feb 28
December	Jan 10	Feb 29	Mar 30
January	Feb 10	Mar 31	Apr 30
February	Mar 10	Apr 29	May 29
March	Apr 10	May 30	Jun 29
April	May 10	Jun 29	Jul 29
May	Jun 10	Jul 30	Aug 29
June	Jul 10	Aug 29	Sep 28